



**Washoe County School District**

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Purchasing Department • 14101 Old Virginia Road • Reno, NV 89521  
Phone (775) 850-8025 • Fax (775) 857-3175

**ADDENDUM #1 QUESTIONS & ANSWERS**

**MUSICAL INSTRUMENTS**

**RFB #32-B-08-22-JP**

**September 28, 2021**

The following information, clarifications, changes, and modifications are by reference incorporated into the Request for Bid (RFB) document for the above referenced project. Any work item or contract provision not changed or modified will remain in full force and effect. It is the prospective Vendor's responsibility to read the entire RFB and all appendices and to respond to all requirements completely.

All prospective Vendors should acknowledge receipt of this Addendum by signing this document and returning it with the RFB submission. Failure to acknowledge receipt of this Addendum may result in a rejection of RFB submission.

**Question 1:** Confirming the quote can say estimate at the top?

**Answer:** Bid submissions should be submitted per the instructions in Section 1.0 of the bid document. The submission should not say estimate at the top, as bid submissions should only be submitted on the forms provided in the bid document and Exhibit A.

**Question 2:** You want the quote sent via flash drive on PDF file?

**Answer:** Bid submissions should be sent to the following address per Section 1.10.1 of the bid document. An electronic copy of the bid response should also be included in the submission per Section 1.4.1.

Washoe County School District  
Brown Center  
Purchasing Department, Room 0  
14101 Old Virginia Road  
Reno, Nevada 89521-8912

**Question 3:** Is the public disclosure form to be mailed prior and separately or in the same envelope as the bid?

**Answer:** The Public Disclosure form can be included in the same envelope as the rest of the bid submission.



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**Question 4:** Do I need to fill out the Firm employee section if we are not employees of WCSD?

**Answer:** Yes, the “Submitting Firm Employee Name” field of the Public Disclosure form should be filled in. The form should indicate your firm’s and firm/agency principals and firm/agency key personnel’s personal relationships, partnerships, correlations, and relatives (by blood and/or marriage) between WCSD, Officers of WCSD, key employee of WCSD, current and former WCSD Board of Trustees members and any other current and former WCSD personnel. If not applicable, write N/A in the box.

**Question 5:** Is the RFB submission authorized signature form to be mailed prior and separately or in the same envelope as the bid?

**Answer:** The RFB submission authorized signature form can be included in the same envelope as the rest of the bid submission.

**Question 6:** Do you want us to print all 76 pages of the bid, or just the pages for the instruments that we have?

**Answer:** For Exhibit A, you do not have to submit all pages. You may omit the pages that are not applicable to your company.

**Question 7:** Please provide the [Vendor] part number for the item you would like to receive a quote on, when you would need them by, and who the end-user is.

**Answer:** Please bid on the items per the specifications detailed on the Price Schedule (Exhibit A). WCSD will not be providing additional part numbers aside from the ones included in Exhibit A. The items will be needed no later than June of 2022. The end user is Procter R. Hug High School.

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**ACKNOWLEDGEMENT OF RECEIPT**

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AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PROPOSING FIRM NAME

\_\_\_\_\_  
TITLE